

# Maharajah's College (Autonomous)

Affiliated to Andhra University, Accredited by NAAC with B grade  
Listed Under U/S 2(f) and 12(B) of the UGC Act 1956

Vizianagaram



e-mail: principalmrac@gmail.com  
Website: www.mraccollegevzm.com

Tel. No. 08922 - 222001

Ref. No. MRAC/ADMN/2024-25/3

Date: 01.08.2024

## OFFICE ORDER

Sub: Appointment of Coordinator CGC-MR College (Autonomous), Vizianagaram,  
Issue of Orders-Regarding.

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Dr.A.Gangaraju, Assistant Professor, Department of Chemistry is appointed as Coordinator for Career Guidance Cell (CGC) with effect from 01.08.2024 for a period of 1 year from his date of joining. He shall discharge his duties under the overall supervision of the Principal.

The primary duty of the Coordinator of the institution is to assist the principal and Convener (Student Affairs) in entering the needs of the students related to training career guidance. However, the coordinator of the Career Guidance Cell shall responsible for monitoring the following activities:

- 1) Providing necessary guidance and information to the students in shaping the future career and higher education.
- 2) Conducting an essential survey among the students on their career options.
- 3) Organizing programmes to create awareness about the importance of higher studies.
- 4) Organizing coaching classes for the professional courses like B.Ed., B.L., and Language Pandits and the regular master degree programmes etc.
- 5) Conducting orientation programmes for freshers.
- 6) Organizing and offering various programmes on personality development, soft skills, communication skills, interview skills to enable the all-round development of individuals.
- 7) Organizing pre-placement training programmes to enable students to show case their skills during the interviews.
- 8) Conducting career counseling sessions regarding various competitive examinations with the help of senior faculty members of the institution.
- 9) Organizing various student interaction sessions or career counseling sessions on job proficiency with consultancy services.
- 10) Providing training to the students with eminent recourse persons from various sectors an esteemed institutions.
- 11) Coordinating with the Training and Placement Officer of the institution in organizing various training programmes pertaining to the job placements.
- 12) Be responsible to Principal and Convener (academics) for the conduct of their work.
- 13) Support the guiding principles of career guidance cell of the college
- 14) Any other duty as assigned by the authority or any other activity that is related to the career guidance and career counseling.

Accordingly, the present Coordinator for Career Guidance Cell (CGC) Sri.P.Nuka Raju, Assistant Professor, Department of English has been relieved from his duties with immediate effect. In this regard, Sri.P.Nuka Raju is requested to hand over all the respective records, data, and any other relevant information to Dr.A.Gangaraju, Assistant Professor, Department of Chemistry with immediate effect.

Copy to

1. Dr.A.Gangaraju, Assistant Professor, Department of Chemistry
2. In-charge, Department of Chemistry.
3. Sri.P.Nuka Raju, Assistant Professor, Department of English
4. In-charge, Department of English.
5. The Correspondent, MEI Fort, Vizianagaram.

PRINCIPAL

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M.R.College (Autonomous)  
Vizianagaram